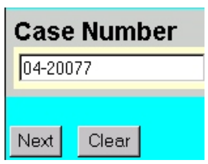
Filing a Creditor Matrix. Use this event only if you have previously **uploaded** a matrix in the case.

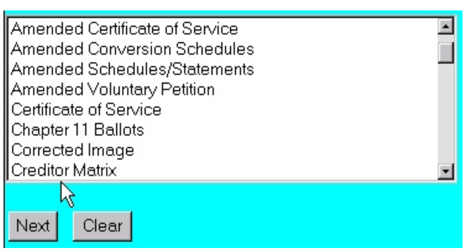
STEP 1 Click the **Bankruptcy** hyperlink on the **Main Menu** then click on **Miscellaneous**.

STEP 2 The **Case Number** screen displays.



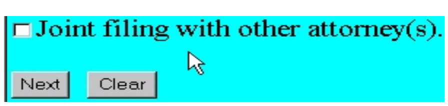
- Type in the **Case Number**.
- Click on the **Next** button.

STEP 3 The **select type of document** screen displays.



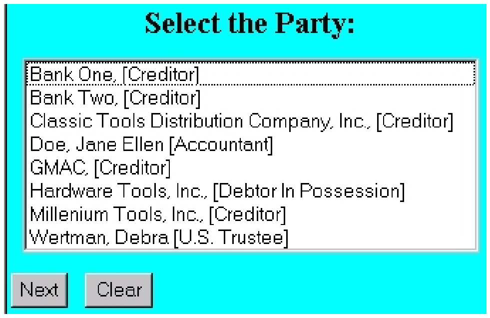
- Scroll down the options and highlight **Creditor Matrix**.
- Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt displays.



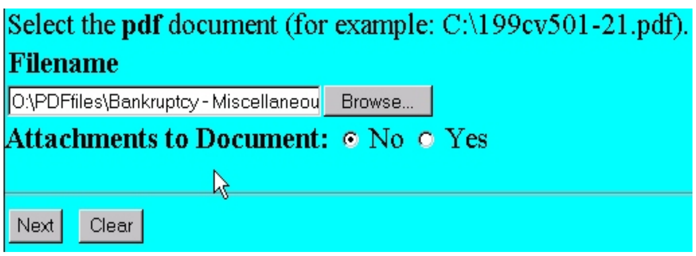
- Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- Click on the **Next** button.

STEP 5 The **Select the Party** screen displays.



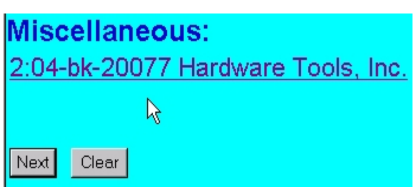
- ♦ Click on the party(s) name.
- ♦ Click on the **Next** button .

STEP 6 The **Select the pdf document** screen displays.

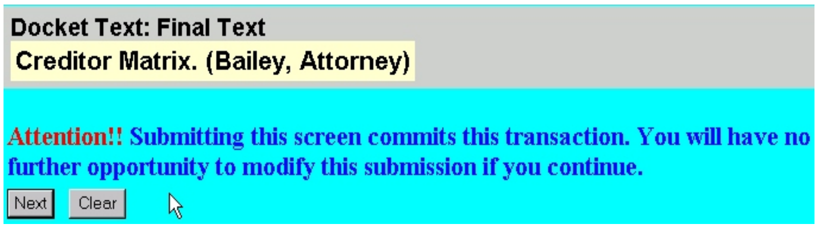


- ♦ Type the path and file name in the blank box, or
- ♦ Click on the **Browse** button to navigate to the appropriate directory and file.
- ♦ If there are no attachments to the document, click on the **Next** button.

STEP 7 A **Case Verification** screen displays. Verify you are working in the correct case, then click on the **Next** button.



STEP 9 The **Docket Text: Final Text** screen displays. This is your **last** opportunity to make corrections to your entry.



- Verify the final docket text. If correct, click on the **Next** button.
- If the final docket text is incorrect, you must click on your *Browser's* **Back** button to correct your entries.
- To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the Menu Bar.

STEP 10 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.